



INSTRUCTIONS

FOR COMPLETING



THE NORTH DAKOTA HIGHLY QUALIFIED SCORING RUBRIC

In order to comply with the federal *NO CHILD LEFT BEHIND* requirements, all current teachers (3 + years of experience) teaching in a core academic area without a major or major equivalency and who choose to use the **PORTFOLIO OPTION** must begin by completing the “Major Equivalency Review Form.” The next step is to complete the Portfolio Scoring Rubric for each major equivalency with less than (<) 32 semester hours of college credit.

EXAMPLE: You are currently teaching chemistry and biology. You have a composite science major that allows you to teach these assignments. Even though you may have 42 semester hours in science, you neither majored in chemistry nor biology. Also, you do not have 32 semester hours in chemistry nor biology so it will be necessary to complete the rubric for the chemistry major equivalency and again for the biology major equivalency. Your portfolio will have two separate components: biology and chemistry. One of the subjects will be completed as the “major equivalency” for 100 points. The other subject will be completed as an “Additional option for composite areas” for 36 points. Remember, you are attempting to qualify all minors on your certificate, not individual assignments.

The rubric is designed to award points for the number of years you have been teaching in the content area, college courses taken in the content area, continuing education, curriculum activities, service, and awards and presentations. To begin the process, visit the following web site: <http://www.state.nd.us/espb> Then click on “Portfolio Rubric.” **PRINT** out this form before proceeding. Determine how many points are required for your academic subject from the chart accompanying the rubric.

If you **meet or exceed the minimum number of points** for your academic subject, your portfolio will consist of supporting evidence for this rubric. If **you do not meet the points required**, continue completing additional coursework and/or activities until the required points are acquired. If you wish to meet major equivalency for more than one subject, you will need to

complete a rubric for each subject. Copy the rubric and complete a new form for each additional subject. Using the chart on the rubric page, determine the number of points necessary for your major equivalency status.

If you choose to complete the rubric by hand, follow the directions in **brackets []** to manually calculate points. If you choose to complete the rubric online, the computer will perform the calculations automatically. To navigate around the scoring rubric, begin at ***Major Equivalency Subject***. Then use the tab button to move to the next field of the scoring rubric.

COLUMN 1: YEARS OF EXPERIENCE RELATED TO ACADEMIC SUBJECT

Your experience must be subject specific to the major equivalency endorsement and must be completed in an accredited school. [**Multiply the number of years experience times (3) three.**]

Note: Thirty percent (30%) of the minimum points for your portfolio can come from Column 1.

COLUMN 2: COLLEGE LEVEL COURSE WORK RELATED TO ACADEMIC SUBJECT

Refer to your college transcripts. All coursework must be in your major equivalency subject. It is acceptable to include both under-graduate and graduate courses for this column. [**Count the number of under-graduate semester hours and multiply times (3) three. Count the number of graduate semester hours and multiply times (4) four.**]

In general, **education** courses should not be included in this column. If you believe a specific education course is “subject specific,” include additional evidence in your portfolio to support the course. Use your own best judgment. Approved programs in North Dakota within the broad content definition (language arts, science, social studies) usually require content course work in multiple areas. A biology program could possibly require a course in both chemistry and physics. A history program could require other types of social science courses like economics or political science. Courses within the broad definition of the endorsement should be considered appropriate content.

Examples of courses that may not be used for evidence in the content area without additional explanations:

Educational Psychology	Student Teaching
History or Philosophy of Education	Instructional Media
Computers in the Classroom	Portfolio Development
Observing Learning/Teaching Models	
Foundations of Curriculum Development – unless content specific	

Note: One hundred percent (100%) of the minimum points for your portfolio can come from Column 2.

STOP AND REVIEW THE RUBRIC.

If you reported 32 or more semester hours for **EACH** major equivalency subject, do not complete the portfolio. You may want to contact a higher education institution and request a transcript review before proceeding with the portfolio.

COLUMN 3: CONTINUING EDUCATION RELATED TO ACADEMIC SUBJECT

All continuing education hours and credits must be specific to your academic subject. Both graduate and undergraduate credits are acceptable. **[Continuing education workshop and in-service hours can be converted to points by dividing your hours by (15) fifteen and then multiplying that number by (2) two. Continuing education workshop and in-service credits should be multiplied by (2) two.]**

Note: Thirty percent (30%) of the minimum points for your portfolio can come from Column 3.

COLUMN 4: CURRICULUM DEVELOPMENT RELATED TO ACADEMIC SUBJECT

Almost any curriculum specific activity may be counted for points in this column. It is acceptable to count the same activity for multiple years. **[Multiply each curriculum activity related to the academic subject times (2) two.]**

Examples

- Serving on a committee that developed selected or evaluated content *standards* at the local, state or national level.
- Serving on a committee that developed selected or evaluated content *curriculum* at the local, state or national level.
- Serving on a committee that *aligned* local content standards and curriculum with state standards.
- Serving on a committee that developed, validated or evaluated local, state or national assessments.
- Attending a national, regional or state professional conference, seminar or workshop.
- Completing all of the assessments for National Board Certification, even though the actual award was not achieved.
- Any other activities awarded points by your local Professional Development Council (PDC) specific to academic subject.

Note: Twenty percent (20%) of the minimum points for your portfolio can come from Column 4.

COLUMN 5: SERVICE RELATED TO CONTENT AREA

Almost any content specific service may be counted for points in this column. It is acceptable to count the same service multiple times. [**Multiply the number of local and/or state services related to the content area times (2) two. Multiply the number of regional and/or national services related to the content area times (4) four.**]

Examples

- Department Chair or Team Leader
- Mentor Teacher
- Cooperating teacher for a preservice (student) teacher
- Membership in a state, regional, or national content organization
- Officer in a state, regional, or national content organization
- Content presentation at the district level

Note: Twenty percent (20%) of the minimum points for your portfolio can come from Column 5.

COLUMN 6: AWARDS, PRESENTATIONS OR PUBLICATIONS

Any of these may be counted throughout your career. You may also count activities more than once. **[Multiply the advanced degree, number of awards, presentations and publications related to the content area times (5) five.]**

Examples

- Recipient of a state or national teaching award including Teacher of the year, Milken National Educator, Presidential Award for Excellence in Math and Science, Christa McAuliffe Fellowship, or National Board Certification.
- Complete an advanced degree in education.
- Content articles published in regional, state or national journals.
- Complete the National Board Certification Process.
- Teach at an institution of higher learning.

Note: Twenty percent (20%) of the minimum points for your portfolio can come from Column 5.

Be sure that you have accrued points from at least three (3) columns of the rubric.

Next Step: Contact the Education and Standards Practices Office to request the software for your electronic portfolio.

To complete the Electronic Portfolio you will need:

- 1) Copies of all your college transcripts. Contact your colleges if you need a copy of your transcripts. These will need to be converted to digital format by using a scanner or fax machine.
- 2) Documentation of any professional development or activities, service, and awards related to your subject area.
- 3) Documentation of any curriculum development activities related to your subject area. Lesson units need to be accompanied by student artifacts.